

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES
JOINT CONFERENCE SUB-COMMITTEE
MINUTES
Monday December 8, 2008**

Board Members Present: Dennis Farrell, Michael O'Brien, Janel Brandtjen
Board Members Excused: Joe Vitale, Pauline Jaske

Staff Members Present: Dr. James Rutherford, Dr. Michele Cusatis, Dr. Thomas Wilson, Janet Koller, Cindy Buchholz, Mary Lu Visauer, Janet Rasmussen, Peter Schuler, Mike DeMares, Pat Russell, Donald Mauer, Thomas Nelson, Scott Miller

Staff Members Excused: Elizabeth Doria

Mr. Mike O'Brien called the meeting to order at 1:38 PM.

Announcements

Introductions were made. There were no additional announcements. Darryl Enriquez from the Milwaukee Journal Sentinel was in attendance.

Approval of the March 2008 Minutes

Dennis Farrell moved to approve the minutes of September 14, 2008. This was seconded by Joe Vitale. The minutes were approved as stated.

Hospital Statistics

For the month of October 2008 there were 95 admissions and 89 discharges. The average length of stay was 5.5 days with an average for the year of 6 days. The average number of beds occupied was 21 and the average daily census was 18. The revenue collected for the month was \$112,735.88. Medicare billing continues to be delayed due to claims processing problems. Discussion followed on Medicare/Medicaid billing. Dennis Farrell moved to approve this report. Joe Vitale seconded the motion. The report was approved.

Performance Improvement

Janet Rasmussen gave the following report for September, October, November 2008:

Housekeeping, Lab, Social Work, Pharmacy, Psychology, Occupational Therapy and Infection Control have met all of their Performance Improvement standards for this quarter:

The following departments did not meet their threshold in one or more areas for this quarter:

- Inpatient Psychiatry: Informed Consents signed by patient for psychotropic meds – 88%, Telephone orders dated and timed when signed – 84%, Discharge medications listed correctly on the Discharge Summary – 81% and Discharge Summary dictated within 14 days – 89%.
- Medical Services Peer Review: Telephone orders signed within 48 hours – 60%, Telephone orders dated and timed when signed – 90%, Prescription for meds started during hospitalization provided at discharge – 87%, Documentation of diagnosis for prescribed meds – 86%, Documentation of abnormal labs and active symptoms for prescribed antibiotics – 80%.
- Seclusion and Restraint: Seclusion was below compliance in two areas, Assessed need for PRN meds every 4 hours – 50% and Patient given behavioral expectations for release – 83%. Restraint was below compliance in two areas, Patient given behavioral expectations for release – 75% and Skin assessment done per policy – 83%.
- Nursing: Name of responsible staff member listed next to each active intervention on the CTP – 76%.
- Radiology: Referral form to be sent with client to appointment – 64%, Record of findings to be filed in the chart: Referral form returned with client – 27% and Dictated summary received – 67%.

Plans of correction has been received. Discussion followed. Joe Vitale moved to approve the report. Dennis Farrell seconded the motion.

Utilization Review

Beth Doria was unavailable for the meeting. This item was tabled. Janet Koller outlined the Utilization Review process with the committee.

Medical and Psychological Staff

Medical/Psychological Staff Reappointments: Dr. Michele Cusatis stated the following staff were up for reappointment, which is for two years:

Dr. Michele Cusatis	Dr. Antoinette Ducrest	Dr. Cary Kohlenberg	Dr. Rada Malinovic
Dr. Thomas Wilson	Dr. Terry Jakubaitis	Dr. Mohammad Mallick	Dr. Manfred Kreuzpaintner
Dr. Malti Patel	Dr. Manuel Ramos		

Dr. Ferstenfeld did not seek reappointment and Dr. Oelschlager resigned in April.

Dr. Wilson requested reappointment for all of the Med/Psych staff, which has been approved by the Credentials Committee. Dennis Farrell added upon JCC approval the list will go to the Health & Human Services Board for final approval.

Joe Vitale moved to approve the reappointments. Dennis Farrell seconded the motion. The doctors above were approved for reappointment. The vote was unanimous.

Hospital Services Update

Dr. Michele Cusatis reported the cost of room and board rate, and hourly rate will go up. The CPI was 4.2%. Room and Board is up 5.2%, from \$699.50 to \$736.00. The Hourly Rate is up 4.5%, from \$304.20 to \$318.00.

Mike DeMares stated the Medicare/Medicaid survey came through in November. Overall the patient service and staff were very good. They also looked at the building to be sure the building met their codes since the last visit.

Scott Miller detailed the following items needed to satisfy the Surveys:

- Need for the two-hour fire door. The doors have been ordered.
- Installation of a door closer is needed on an automatic door. This is complete.
- Sprinkler in the telecommunication room is needed on the unit. This will be done in January.
- A sprinkler was requested for the electrical room, which is not going to be done because it does not meet code.
- Lower level – fire sealant was a two-hour type calk. This is being looked into. If it cannot be verified it will be resealed.

Discussion followed. Dennis Farrell made a motion to approve the report. Janel Brandtjen seconded the motion. This report was approved.

Mike DeMares reviewed the process of policies and procedures. The following policies and procedures were created or updated at the request of Medicare/Medicaid Survey. The Medical Staff reviewed and approved them on December 4, 2008. The Joint Conference Committee also needs to approve these P&P's. Dr. Michele Cusatis reviewed the following policies and procedures, which needed to be addressed as a result of the State Surveys. Approval is requested for the following:

- Advanced Directives
- Pain Management
- PRN Medications
- Emergency Services
- Dietary Orders
- Dietary – Hair Restraints
- Dietary-Early and Late Trays
- Dietary Portion Control
- Death and Death Reporting (replaces Death)
- Organ and Tissue Donation

Discussion followed. Joe Vitale moved to approve these policies and procedures. Dennis Farrell seconded the motion. The motion carried. The report was approved.

Dr. Michele Cusatis reported on additional items noted on the State Survey included:

- Storage of patient supplies.
- Sterile packaging needed some expiration dates.
- Quality Assurance items, Ex.: An item was added in Organ Donation P&P stating the Administrator will follow up on an actual organ/tissue donation to ensure the family was appropriately approached.
- Seclusion and Restraint needed documentation of the patient's reaction to medications.
- Training for staff regarding restraining a patient, including an additional competency component. History and Physical documentation was not found in one chart. Procedures on this were reviewed and addressed.
- Pain management. Changes will be monitored by Quality Improvement.
- Time, Date, Signature: Every entry needs a time, date and signature. This has been addressed by updating forms and the change was made to the policies and procedures.
- Verbal orders also need signature, date and time. Updating is taking place.
- Infection Control items were the bed frames that were not thoroughly cleaned. The area missed was added to the check list for verification.

- Some laboratory items were stored in a room with specimens. These need their own storage area and has been addressed.
- Hazardous Materials –A lid was not on a sharps shipping container. This has been addressed.
- Outside delivery boxes may not go into the storage rooms. Products must be removed from the shipping box, labeled with an out date and monitored. Many items don't have an expiration date, but have an "out date". A system has been developed to determine this date and label all items.
- Linen carts are required to be covered. Covers have been measured and ordered.
- Re-education on hand washing was needed. Supervisors will be monitoring all staff.
- Medication pitchers needed to be on a cleaning schedule. This has been arranged with Dietary.

Dr. Cusatis added the surveyors noted the quality of work by employees and their professionalism made the survey run smoothly. They complemented the supervisory staff for their leadership as well.

Dr. Cusatis stated Policy & Procedures books for Health Information, Occupational Therapy and Dietary have had revisions and require the Joint Conference approval before they may be made available to the employees. Changes are not related to the survey. They were reviewed and approved by the Med/Psych Staff on December 4, 2008.

- Mary Lu Visauer reviewed the P&P's for Occupational Therapy. They were set up in the new format, approved by HHS. Discussion followed. Dennis Farrell made a motion to approve these P&P's. Janel Brandtjen seconded the motion. The motion carried unanimously.
- Mike DeMares reviewed the Health Information Policies & Procedures. They were set up in the new format, approved by HHS. These changes pertain to the content of the record regarding the use of Time, Date and Sign. Discussion followed. Dennis Farrell moved to approve these policies and procedures. Joe Vitale seconded the motion.
- Cindy Buchholz reviewed the Dietary Policies & Procedures. They were set up in the new format, approved by HHS. Discussion followed. Joe Vitale made a motion to approve these P&P's. Dennis Farrell seconded the motion. The motion carried unanimously.

Dr. Cusatis informed the committee that the Survey reviewed the Fire and Safety Committee plan. Dr. Cusatis has been working with Larry Barthen from Public Health and Mark Catchadori, an intern working with Emergency Government, on beefing up the contingency plans section of our policy manual (lights, emergency power, evacuation, emergency water supply, etc.). The Fire and Safety Committee and Medical Staff have approved the addition of the information that will be added to the internal plans of the Fire & Safety: Emergency food supply, emergency cot, vehicles available, use of Conference rooms A/B as potential command centers if needed, and working relationships with other agencies. Discussion followed. Dennis Farrell moved to accept this report. Janel Brandtjen seconded the motion.

An action was needed to accept Janel Brandtjen to the Joint Conference Committee. Dennis Farrell moved to appoint Janel Brandtjen to the committee. This was seconded by Joe Vitale. The motion passed unanimously.

Joe Vitale complemented the staff of MHC on having done an job in handling managing the Centers for Medicare/Medicaid Services and the State Hospital Surveys and supplying the necessary follow up and changes required. Dr. Cusatis reviewed the survey closing process and the timeline for changes.

There was no other business or discussion. A motion was made by Joe Vitale to adjourn the meeting. Dennis Farrell seconded the motion to adjourn. The meeting ended at 3:20 p.m.

Respectfully submitted,

Barb Sylvester, Recorder

Chairperson

Date